



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	2-1-1988
Subchapters:	1	Forms	
Issuance:	26.68	CP&P Form 26-68, Letter to Client Regarding Need to Cooperate with Child Protective Services Investigation	

Click here to view or print CP&P Form [26-68](#).

WHEN TO USE IT

The purpose of this form is to notify the client that CP&P is:

- Empowered, by State statute, to seek a court order to investigate child protective service matters, and
- Considering taking the client to court, if he or she continues to refuse to cooperate with the investigation.

The form may be used when a client is refusing a CP&P interview with himself, herself, a child, or another family member.

HOW TO USE IT

The assigned Worker prepares the letter in quadruplicate on Local Office letterhead.

Insert the date, name of child, case identification number, and name of the client in the spaces provided. Insert the name and address of the client on the top left, opposite the date.

In the first paragraph, insert the date the client refused to be interviewed or refused to allow his or her child/other family member to be interviewed.

In the third paragraph, insert the name(s) of individual(s) who need to be interviewed or re-interviewed in order to complete the child protective services investigation.

In the fourth paragraph, insert the CP&P Local Office telephone number and the date by which the client is to contact CP&P (within 14 calendar days of the posting of the letter, or sooner, depending on the urgency of the investigation and the nature of the allegations/risk).

Send the letter by both certified and first class mail to document receipt by client.

DISTRIBUTION

Original	Client
Certified copy	Client
Copy	Case Record
Copy (marked "certified")	Case Record